ACHIEVEMENT Series

A C H I E V E M E N T   S E R I E S   –   C L A S S R O O M   M O D U L E

C r e a t e   a   C l a s s r o o m   T e s t :   Q u i c k   P i c k   O p t i o n

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.

2. Go to http://www.achievementseries.com/

3. Click the **Staff Members** button.
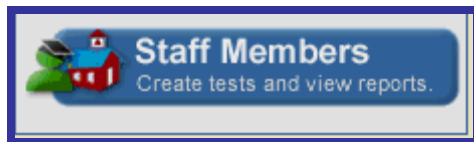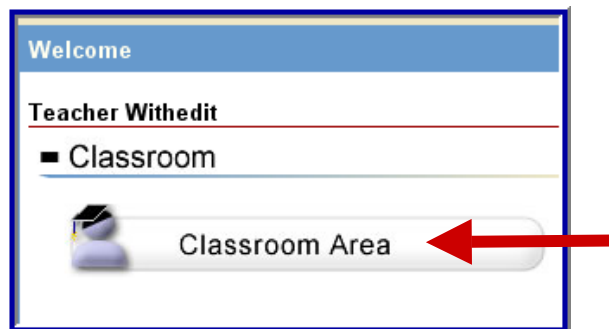

4. Enter your **Site ID, Staff ID** and **Password.** Then click **Login.**

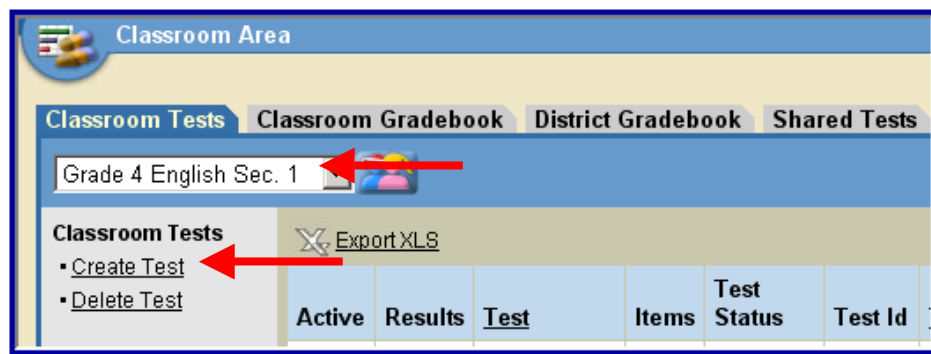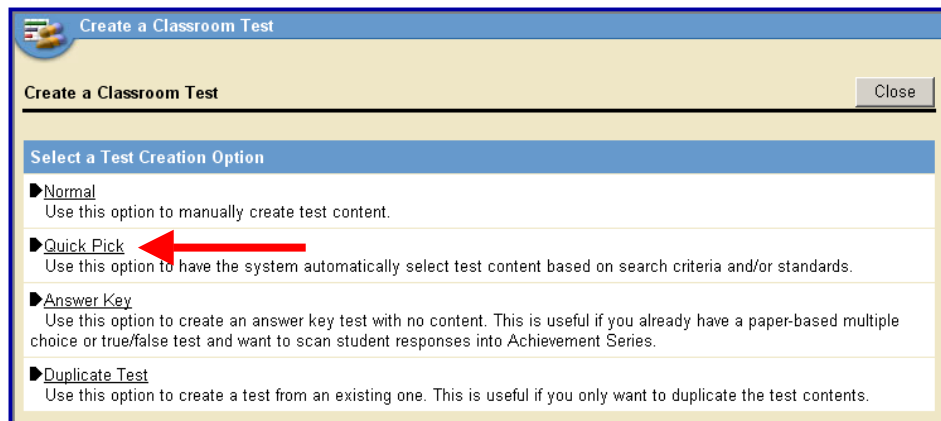5. At the Home Page, click the **Classroom Area** button.

Section 2: Create a Test with the Quick Pick Option

1. In the **Classroom Area** select the **Classroom Tests** tab.

2. Select the **Class** from the dropdown box and then click **Create Test.**

3. Click **Quick Pick**.

Complete the following six (6) steps in setting up a Quick Pick test.

1. **Step 1 of 6: Specify Test Properties**

   A. Enter a **Test Name**.

      Example: Math 4 Fractions March 31, 2005

   B. (Optional) Enter **Test Description.**

      Example: Adding Fractions-Same Denominator

   C. In **Delivery Method** select either **Web Testing** or **Scanner Forms**.

   D. Enter a **Test Date**.

      ▪ Test Date sorts tests chronologically in the Classroom Gradebook.
      ▪ Test Date does not restrict when students can actually take the test.

   E. Enter the **Number of Versions**

      ▪ Create from 1 *up to* 10 Versions of the test.
      ▪ For 2 or more versions, randomize Questions and/or Answer Choices.

      Note: If an answer choice was set to 'not randomize' during item creation, it will not scramble even if you select to randomize the choices in this area.

   F. Click **Next** to proceed to Step 2 of 6**.**

2. **Step 2 of 6: Specify Class Assignment**

   A. Select the appropriate **Class.**

   B. Then click **Next** to advance to Step 3 of 6.

3. **Step 3 of 6: Select Item Banks**

   A. Select **Item Types.**

   B. (Optional) Enter Item Properties: **Grades** and **Subject**.

   Item Properties represents optional data that, if applicable, was added to
   items during item creation. Before entering item properties you must be
   certain what, if any, properties were added to items when they were created.
   Entering Item Properties that do not apply can foil your search for items.

   C. Select the **Item Banks** that contain the desired items.

   D. Click **Next** to begin Step 4 of 6.
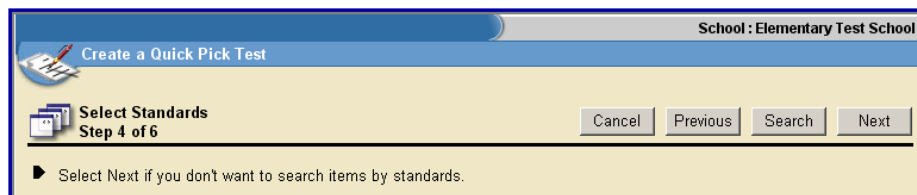
4. **Step 4 of 6: Select Standards**

In this step, you have two (2) options in refining your search for test items.

Option 1: If you do *not* want to search for items based on Standards, click **Next.**

> **Note:** This selection will take you directly to Step 5 of 6.

Option 2: Search for items *based on Standards* by completing these steps:

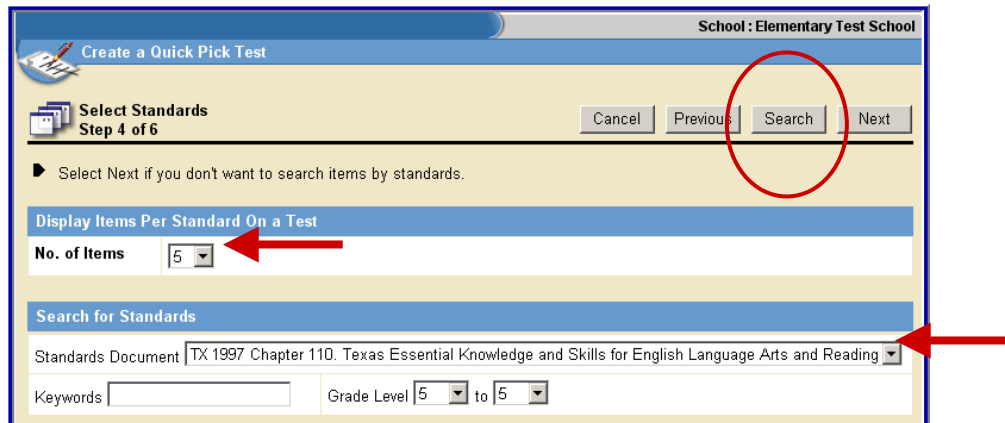A. Enter the **No. of Items** you want the program to choose for each Standard.

B. Select the **Standards Document.**

C. (Optional) Enter **Keywords** and **Grade Level** *

- **Grade Level** is the grade designation for the Standards (skills).
- **Keyword** is a word or phrase on the Standards Document. You must use *exact verbiage* from the document to find matching standards.

D. Click **Search**

E. Standards (skills) for the document you selected will be listed on the next screen. Those skills matching your criteria will be highlighted in yellow.

(1) Select the Standards that will be the focus of your item search.

(2) Then click **Next** to go on to Step 5 of 6.

5. **Step 5 of 6: Test Items Found Based on Previous Selection Criteria**

Items meeting your search criteria will now be displayed for your review. Select the items you want, and then click **Save.**

Selection Options:
- Select items individually by checking the box next to desired items.
- Select all items on the page by clicking **Toggle all checkboxes on this page.**

If you searched for items by standard, each item will includes the Standard. Note the Get Alternate link that you can click to look for a different item for the same Standard. If one is found it replaces the one currently on the screen.

If you did not search for items by Standard, then the items are listed with no reference to the Standard. Also there is no option to find an alternate item.

6. **Step 6 of 6: Select Next Activity or Close**

   In this final step, you will select one of three (3) options:
   A) Close, B) Create Another Test or C) Manually Edit the Test.

   Refer to the information below for the specific option you select.

   A. Option 1: **Close**

      Click **Close** to exit the Quick Pick module.

      Tip! You need to **activate** the test you created before it can be administered. Refer to Section 3 on page 9 for instructions on how to activate a test.

B. Option 2: **Create Another Test**

You can begin setting up another test after clicking **Create Another Test.**

Tip! You need to **activate** the tests you create in order to administer them.
Refer to Section 3 on page 9 for instructions on activating a test.

C. Option 3: **Manually Edit Test**

Click **Manually Edit Test** to advance to the Test area where you can view, print, or modify the test as needed including adding or editing items and sections. Here you can also activate the test and share it with other users.

Tip! You need to **activate** a test you create in order to administer it.
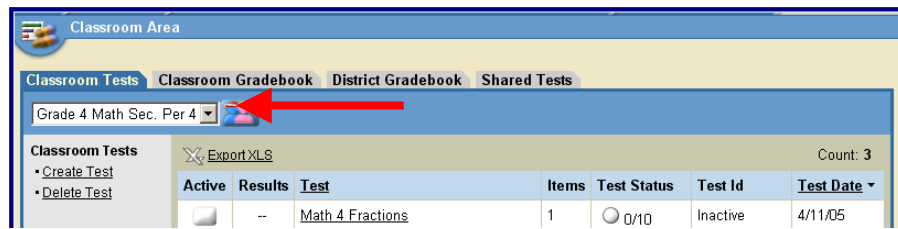Refer to Section 3 on page 9 for instructions on activating a test.
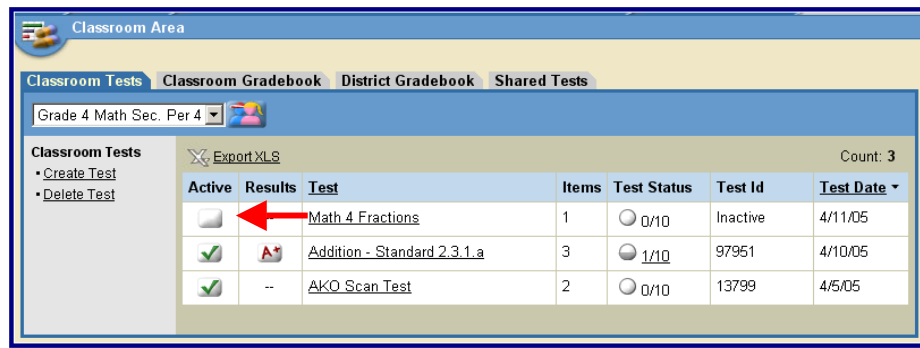
Section 3: Activate the Classroom Test

The Classroom Test can be activated using either of the two (2) options outlined below:

Option 1: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

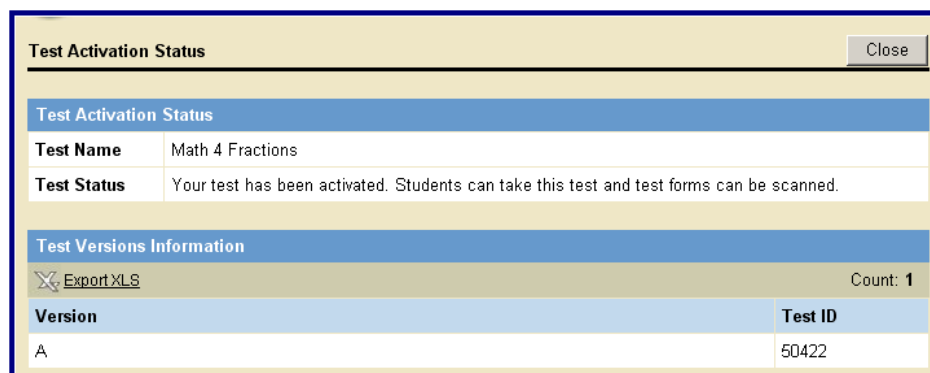2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the button in the Active cell.

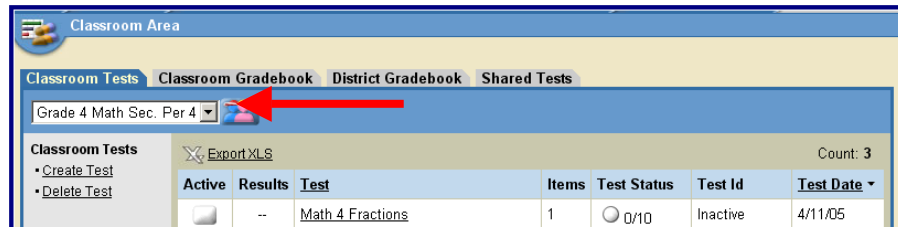4. The Test Activation Status page now appears with the Test IDs. Click **Close.**

   Tip! In the Classroom Area, the Active button now has a green checkmark.

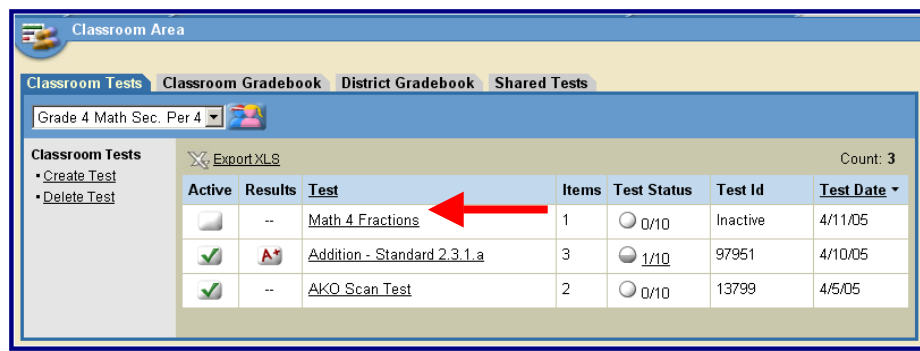ACHIEVEMENT SERIES – THE CLASSROOM MODULE

Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.

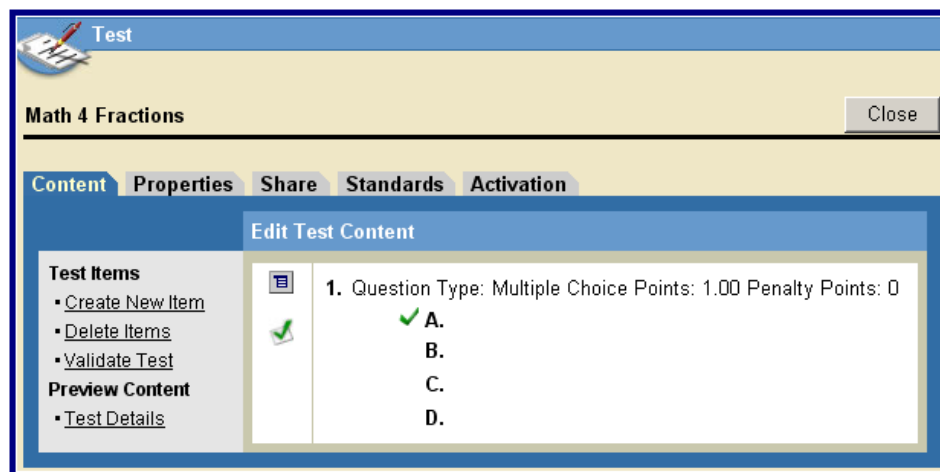2. At the Classroom Area screen select the **Class.**

3. Identify the test to be activated and click the test name.
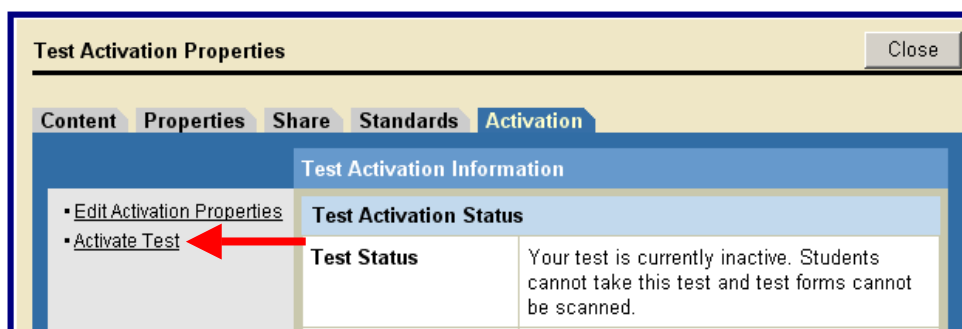
   Example: Math 4 Fractions

4. At the Test screen, select the Activation tab.

5. On the Activation tab, click **Activate Test.**

6. The Test Activation Status page appears with the Test IDs. Click **Close.**

   If multiple test versions exist, there is a Test ID for each version. There is a special Random Version ID for Online Tests. The Random ID, if used, instructs the program to randomly assign a test version to each student.

7. On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.